

Internal/External  
**STATE OF MONTANA JOB VACANCY**

**DEPARTMENT OF CORRECTIONS**  
*An Equal Opportunity Employer*

December 4, 2008

<b>Job Title:</b>	Institutional Probation and Parole Officer	<b>Position No.:</b>	64124760
<b>Division:</b>	Community Corrections	<b>Pay Plan:</b>	020
<b>Location:</b>	MWP-Billings	<b>Bargaining Unit:</b>	MEA-MFT
<b>Status:</b>	Permanent/Full-Time	<b>Supplement:</b>	Yes
<b>Salary:</b>	\$16.447/hr	<b>Shift:</b>	To be determined
<b>Benefits:</b> Eligible state employees are also provided paid health, dental and life insurance. Other benefits include a credit union, a deferred compensation program, Public Employees Retirement System, 15 working days annual leave, 12 working days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care. Successful applicant will be required to complete a 12-month trial/probationary period.			

**Application Deadline:** Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311  
P.O. Box 201301                      fax to (406)444- 4551      email to hrcen@mt.gov  
1539 11th Ave.,  
Helena, MT 59620-1301

**No later than 5:00 p.m., December 17, 2008.**

Application materials are available on the web at [www.discoveringmontana.com](http://www.discoveringmontana.com)

**LAUTENBERG AMENDMENT**

This position authorizes the incumbent to carry a firearm. Any person who has been convicted of a misdemeanor crime of domestic violence cannot lawfully possess a firearm or ammunition (Title 18, U. S. C. , Section 922(g)(91)). Candidate who have been convicted of a misdemeanor crime of domestic violence are not qualified for this position. Candidates under consideration will be required to certify whether they have ever been convicted of such an offense. False or fraudulent information provided by candidates is criminally punishable by fine or imprisonment (Title 18, U. S. C., Section 1001).

**Special Information:**

- Work consists of regular contact with probation & parole offenders and inmates. Offenders & other information sources are often hostile & pose a physical threat, which may require the use of special precautions such as carrying handcuffs, Oleoresin

Capsicum “O.C. Spray” & firearms. Work is performed in a setting, which provides exposure to air and blood-borne pathogens and communicable diseases.

- Work is of a nature that officers may be called back to work at any hour of the day and an officer may need to physically make an arrest, engage in forced entry and either employ or be in proximity of firearms or other dangerous weapons and access closed or hazardous areas.
- Must reside in area and be within a 30-minute response time to the office. May be occasionally scheduled to work alternative shifts such as evenings and weekends.

**Reasonable Accommodations:** Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-4934.

**Equal Employment Opportunity Employer:** This facility does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. The Department of Corrections is a smoke free agency. Women & Minorities are encouraged to apply.

**Typical Duties:** This position, guided by the Department of Corrections mission, plays a central role in managing the correctional population, promoting public safety and determining the future of each felony offender. To carry out this responsibility, the officer cooperates with and solicits information from the public and criminal justice system, and supervises and counsels 80-100 offenders who have been convicted of a felony. The officer, at the request of District Court judges, conducts pre-sentence investigations and makes placement recommendations concerning those offenders sentenced to the Department of Corrections, which determines whether an offender is placed in prison or a community program. Officers develop these PSI reports and recommendations through cooperation with other criminal justices agencies and by using investigative skills; knowledge of laws, rules and regulations pertaining to probation, parole, incarceration, rehabilitation and treatment programs; and knowledge of behavioral science. The officer monitors probation and parole offenders, inmates and refers offenders to appropriate resources or programs using department's prescribed supervision standards using the risk and needs assessment and knowledge of state and community resources. Performs related work as required. Must have skills and abilities to equally balance social work and law enforcement duties.

**Qualifications:**

Thorough knowledge of probation and parole principles and correctional practices, state and federal laws and administrative rules pertaining to probation and parole; of the criminal justice system, especially correctional programs and courts; of resources available in communities and other state agencies; of investigative procedure, especially search and evidence handling; of interviewing techniques; and of report writing technique.

Knowledge of counseling and case management techniques; vocational, mental health, chemical dependency and sexual offender programs; Montana Codes, federal laws and state policies and procedures, including laws and policies relative to firearms.

Working knowledge of other out-of-state laws and policies and procedures when supervising clients

via Interstate Compact.

The work requires investigative skills to conduct pre-sentence, violation and placement investigations, organizational skills to maintain the records of offenders assigned to the incumbent's supervision. Excellent writing skills are needed, as lengthy pre-sentence reports service as the foundation for District Court Judge's sentencing decisions. These reports also are used by the Parole Board, prison classification, and Pre-Release screening committees for decision making. Skill is needed to make appropriate offender referrals and to determine needs of offenders and their families, and to determine the most appropriate course of action.

Excellent verbal communication skills are necessary to develop a positive rapport with offenders, Criminal Justice System members and the general public, especially when recommending rehabilitative services to offenders and to communicate effectively in court or administrative hearing testimony. Skill in proactive confrontation with offenders when appropriate for successful completion of programming and/or adherence to specific conditions of supervision.

Requires incumbents to be able to make sound decisions and recommendations relative to sentencing and placement. Incumbent must be able to complete over 160 hours of initial training, including a 40-hour certified firearms training course. Incumbent must possess the ability to make an arrest. The use of firearms is required. Must have the ability to establish trusting work relationships. Must have a valid state of Montana motor vehicle operator's license.

**Competencies:**

Communication - Able to clearly present information through the spoken or written word; read and interpret complex information; talk with citizens, offenders and other related criminal justice professionals; listen well.

Decision Making and Problem Solving - Able to take action in solving problems while exhibiting judgment and a realistic understanding of issues; able to use reason, even when dealing with emotional topics; review facts and weigh options.

Decisiveness - Able to stand by a decision, despite second-guessing or disagreement from others; take quick action in a high-risk crisis; make difficult decisions and follow through; assess a situation and make an optimal and speedy decision despite limited information.

Coping – Able to maintain a solution-oriented approach while dealing with interpersonal conflict, hazardous conditions, personal rejection, or time demands.

Energizing Others – Able to exhibit a “can-do” approach and inspire associates to excel; use competition to encourage others; develop performance standards and confront negative attitudes; develop a team spirit.

Initiative - Able to bring about great results from ordinary circumstances; prepare for problems or opportunities in advance; transform leads into productive business outcomes; undertake additional responsibilities and respond to situations as they arise without supervision.

Innovation – Able to challenge conventional practices; adapt established methods for new uses; pursue ongoing system improvement; play with concepts and ideas to create novel solutions to problems; evaluate new technology as potential solutions to existing problems.

Team Work - Able to share due credit with coworkers; display enthusiasm and promote friendly group working environment; work closely with other departments as necessary; support group decisions and solicit opinions from coworkers; display team spirit.

Tolerance of Ambiguity – Able to withhold actions or speech in the absence of important information; deal with unresolved situations, frequent change, delays, or unexpected events.

**Education and Experience:**

- Bachelor's degree in liberal arts, behavioral sciences, social work, communication or criminal justice, and some formal training in behavioral sciences, such as corrections, human services or law enforcement.
- All incumbents may be required to complete, prior to employment or within one year of employment, the Montana Probation and Parole Basic Training program at MLEA, a four-week course, and 40 hours of firearms training.

**Application and Selection Process:** Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. **Application materials required are:**

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 5/2003 or later). **Portions of the application may be photocopied if legible (see page 1 for instructions).** All sections of the application must be filled out completely.
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information - required for all positions within the department.

**\*\*ONLY HUMAN RESOURCES RECEIVES THIS FORM DUE TO REQUEST FOR DATE OF BIRTH\*\***

4. Current detailed resume.
5. College transcripts.
6. Supplemental Questions

**Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.**

**Compensation:** The Probation and Parole Bureau is committed to developing a plan for employees to work their way through a career path allowing them to reach market (\$20.559) by five years of service.

**Immigration Reform and Control Act:** In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

**Military Selective Service Act:** You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

## SUPPLEMENTAL QUESTIONS

<b>Job Title:</b>	IPPO MWP	<b>Position Number:</b>	64124760
<b>Application Deadline:</b>	December 17, 2008	<b>Department:</b>	Corrections

**Instructions:** Please complete the following supplemental questions. This supplement gives you an opportunity to present more complete and specific details regarding your qualifications for this position. Your response must be printed clearly or typed on standard paper. Each response should be clear and concise. Please put your name and the position for which you are applying on each sheet. This supplement is reviewed separately from the state application. It is part of the applicant evaluation process.

1. State Probation and Parole (P&P) officers must possess a balance of both law enforcement and social work skills and abilities. What skills and abilities do you possess to effectively work with offenders? Do you have a balance?
2. Probation and Parole officers play a significant role within the Department of Corrections, one of which is managing the overall population of offenders in the system. What would be your proposal to safely and effectively managing the offender population in the community?

**DEPARTMENT OF CORRECTIONS  
AUTHORIZATION TO RELEASE INFORMATION**

<b>Applicant's Name:</b>	
<b>Other names Used:</b> (i.e.: maiden name, previous married names)	
<b>Social Security Number:</b>	
<b>Date of Birth:</b>	
<b>List of states where you have resided:</b>	

**TO WHOM IT MAY CONCERN:**

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

**This authorization shall be valid and effective for one year from the date signed.**

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

\_\_\_\_\_ No \_\_\_\_\_ Yes      Date: \_\_\_\_\_ Jurisdiction: \_\_\_\_\_

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_